

Activating Future Pathology Orders

When a test is required to be performed at an encounter other than the current presentation it is referred to as a future order.

To be processed correctly, an order with a **Future** status will need to be **activated** on the correct encounter.

NOTE: It is also important to activate the order on the correct encounter/visit to ensure that billing and order results are correctly processed. For tips on opening the patient chart on the correct encounter, see section 2 of this guide.

Activate Single Future Orders

- Open the patient chart in PowerChart and click on **Orders** from the Menu on the patient chart.
- Ensure you have selected the current encounter/visit (for tips on opening the patient chart on the correct encounter, see page 3 of this guide).

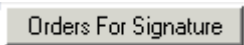
Location: Camperdown Ward; 05; 06
Adm: 16/05/2012 9:09 Dis: <No - Discharge date> [TEST]

- Click the top of the **Status** column to sort orders by status, and locate the **Future** orders.
- Click on the orders you need to activate for this visit to highlight them. You can also drag the mouse down multiple orders to highlight more than one.
- Right-click the selected order(s), and select **Activate**.

	Order Name	Status	Details
Laboratory			
<input type="checkbox"/>	Full Blood Count	Future	29-May-13 9:47:00 Req Date and Time, Rou If a Haematologist is required to review the
<input type="checkbox"/>	Electrolytes, Urea, Creatinine	Future	29-May-13 9:47:00 Req Date and Time, Rou
<input type="checkbox"/>	Calcium Level	Future	
<input checked="" type="checkbox"/>	Sodium Level	Ordered	
Medical Imaging			
<input type="checkbox"/>	Ultrasound Abdomen	Future	
Clinical Service			
<input checked="" type="checkbox"/>	ENT ED Referral Task Order	Ordered	

Renew
 Modify
 Copy
 Cancel/Reorder
 Suspend
Activate
 Complete
 Cancel/DC
 Delete
 Print
 Advanced Filters...
 Disable Order Information Hyperlink

NOTE: You will only be able to activate Pathology orders, not Medical Imaging Future orders

- You should not need to modify any orders – if the **Collection Date Time** field is displayed as yellow and blank, it is only because there are multiple orders selected, and they may have different collection times.
- Click the **Orders for Signature** button. 
- Click the **Sign** button. You will need to enter your password to sign the orders. 

Activate Recurring Future Orders

Recurring Future Orders display differently to single future orders. Recurring tests are displayed as a single line 'parent' order, which summarises the recurrence pattern, and collapsed beneath is each individual recurrence or 'child' order.

*Est. 22/01/2015	Liver Function Test	Future	Blood, Not Collected, Clinician Collect, *Est. 22-Jan-15 every 1 week(s) (+/- 2 Days) for 10 week(s), Routine, Order for Future Visit
------------------	---------------------	--------	---------------------------------------------------------------------------------------------------------------------------------------

A parent order is identifiable by the small black arrowhead next to the test name.

	Full Blood Count	Future
--	------------------	--------

The 'child' orders are visible after the main parent order has been expanded. This must be done to locate and activate future recurring tests. Note that the date of the main parent order is the same as the first child test, so to avoid confusion it is important that staff expand the parent order and activate future tests with the status "Future (on hold), not "Future".

	*Est. 22/01/2015	Liver Function Test	Future	Blood, Not Collected, Clinician Collect, *Est. 22-Jan-15 every 1 week(s) (+/- 2 Days) for 10 week(s), Routine, Order for Future Visit
	*Est. 22/01/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 22-Jan-15 +/- 2 Days, Routine, Order for Future Visit
	*Est. 29/01/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 29-Jan-15 +/- 2 Days, Routine, Order for Future Visit
	*Est. 05/02/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 05-Feb-15 +/- 2 Days, Routine, Order for Future Visit
	*Est. 12/02/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 12-Feb-15 +/- 2 Days, Routine, Order for Future Visit
	*Est. 19/02/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 19-Feb-15 +/- 2 Days, Routine, Order for Future Visit
	*Est. 26/02/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 26-Feb-15 +/- 2 Days, Routine, Order for Future Visit
	*Est. 05/03/2015	Liver Function Test	Future (On Hold)	Blood, Not Collected, Clinician Collect, *Est. 05-Mar-15 +/- 2 Days, Routine, Order for Future Visit

To activate a test within the recurrence pattern, staff must click on the **black arrowhead** to the left of the order to drill down from the main parent order and locate the specific child order.

Activating Multiple Future Tests

- Locate the first test to activate, drilling down if necessary, right-click the order and select **Activate**.
- Locate the second test to activate, drilling down if necessary, right-click the order and select **Activate**.
- Repeat this process for all the required tests.
- Click the **Orders for Signature** button.
- Check to see that all the required tests have been activated.
- If any tests are missing click **Laboratory**, from the **View** list, to return to the list of orders to be activated.

View	Order Name	Status	Start	Details
Orders for Signature	Camperdown Ward; 06; 08 Eps#:201040522 Admit: 06/08/2014 17:37:00 AEST			
Laboratory	Electrolytes, Urea, Creatinine	Activate	05/02/2015 11:58	Blood, Not Collected, Clinician Collect, 05/02/2015 11:58, Routine

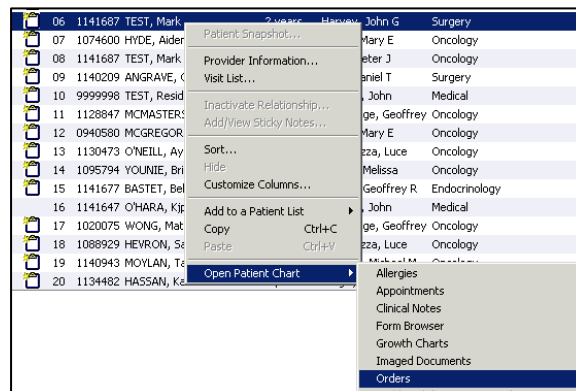
Tips for Selecting the Correct Patient Encounter/Visit

PowerChart Location Patient Lists

- Open the chart from the patient list in PowerChart.

NOTE: Location and Care Team lists are updated automatically. Custom lists are not updated automatically, so opening a chart from a custom list will most likely open the incorrect encounter.

- For a shortcut from a Location list, right-click the patient name, select **Open Patient Chart** then click on **Orders**.



Patient Search

- If searching for a patient, you must select the correct encounter from the lower portion of the **Search** window. Double click the correct encounter to open the patient chart.

Deceased	MRN	Surname, Other Name	Person ID	Sex	Date of Birth	Age	Patient Alert	Mother's Ma
						13 Years		

Enc Type	Adm Date	Disch Date	Location	Admitting Doctor	Med Service
W/L Removed				Dalla Pozza, Luce	Oncology
Inpatient	20/12/2011 14:05		Camperdown Ward	Shaw, Peter J	Oncology
Outpatient	16/12/2011 10:12	16/12/2011 23:59	Oncology OPD L2	Gabriel, Melissa	Oncology

PowerChart Scheduling View

- From the PowerChart Scheduling screen, right-click on a **checked-in** (blue highlighted) patient and select **Open Chart** then click on **Orders**.

Time	Checked In Haem Dept, TEST, Mark	01:00
20		
30		
45		
1100		
15		
30		
45		
1200		
15		
30		
45		
1300		
15		
30		
45		
1400		
15		
30		
45		
1500		
15		
30		
45		
1600		
15		
30		

